

# REGISTRATION FORM

## Application

for inclusion on the  
Crafts Council of Ireland  
Register of Craft Enterprise

## What to do

### 1. Complete this application form in full.

All questions require a response.  
Where non-applicable, please mark N/A

Sections marked with an asterix\* indicate this information may be published on the CCol website, following your consent. See Section 7, Q1.

### 2. Attach a minimum of 2 images that best represent the work you do.

**Please note:** The inclusion of two quality images is a requirement of the registration process. To guarantee your application form is not returned, please ensure that the images you supply are of good quality - that **your product is clearly identifiable** in the forefront of the photograph. See sample image in Section 8.

If you intend to take the opportunity to promote you and your work on-line via the CCol website (see Section 7, Q.1), you can submit up to six images. Please note, before images go on-line, they pass a quality control process whereby only good quality images will be accepted. CCol accept hard-copy, digital images (600 pixels at 72 dpi) and transparencies.

For an indication of required image quality please refer to sample image in Section 8.

### 3. Soapmakers must include a copy of their licensing certificate with their application.

### 4. Once completed return completed application form and photographs to the following address:

Registration  
Crafts Council of Ireland  
Castle Yard, Kilkenny, Ireland.

## 1. Registration details

To qualify for inclusion on the Crafts Council of Ireland Register of Craft Enterprise you must:

Fulfil 'one' or 'more' of the following criteria.

Be a 'craftsperson', which the Crafts Council of Ireland defines as one who;

has mastered the necessary skills to exercise direct control over the shaping and fashioning of materials in order to produce objects based either on traditional patterns or on innovative and original designs, offering the resulting object for sale.

Be a 'product designer', which for the purposes of inclusion in the CCol Register is one who either:

(a)....creates original product designs and controls the manufacture of objects (as defined by CCol) based on those designs via secondary manufacturers within Ireland or the EU, offering the resulting objects for sale under the product designer's own trading name.

or

(b)....creates original product designs and who sells or leases the intellectual copyright of the designs to craftspeople who create objects (as defined by CCol) based on the designs, which are then offered for sale under the craftspeople's own trading names.

### And fulfil one of the following criteria relating to nationality/residency

- be an Irish or non-Irish national who is permanently resident in the island of Ireland

or

- be an Irish national who is permanently resident outside the island of Ireland

## 2. Contact details\*

Maker's First name \_\_\_\_\_

Maker's Surname \_\_\_\_\_

Title \_\_\_\_\_ Mr, Ms, Miss, Mrs, Dr. Other \_\_\_\_\_

Business partner's first name \_\_\_\_\_

Business partner's surname \_\_\_\_\_

Title of bus. partner \_\_\_\_\_ Mr, Ms, Miss, Mrs, Dr. Other \_\_\_\_\_

Business name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Town \_\_\_\_\_

County \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Do you live on an offshore island? Yes  No

Do you live in the Gaeltacht? Yes  No

Landline telephone work \_\_\_\_\_

Landline telephone home \_\_\_\_\_

Mobile telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

(CCol will send you an email to confirm that we have the correct email address for you).

Web-site Address \_\_\_\_\_

Do you process purchases on your web-site?

Yes  No

## 3. Personal information

### Personal information

This information needs to be gathered for statistical purposes

Gender Male  Female

Date of birth \_\_\_\_\_

Nationality \_\_\_\_\_

Gender of business partner Male  Female

Date of birth of business partner \_\_\_\_\_

Nationality of business partner \_\_\_\_\_

## 4. Product / retail outlet\*

### Discipline

To register, your craft practice must fall under one of the CCol recognised craft disciplines. See CCol list in Section 9.

Name discipline \_\_\_\_\_

### List materials commonly used (keywords only)

ie. plastic, wool, steel

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### List objects made (keywords only) ie. toys, boats

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Price range of goods produced

Under €25

€26 - €50

€51 - €100

€101 - €250

Over - €250

### Name the primary retail outlets you currently supply

Do you have your own outlet Yes  No

If yes please give details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Details of other outlets you supply

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**6. Has your work been commissioned for any major public commissions?** Yes  No

If so, provide details.

**Name of piece** \_\_\_\_\_

Description of piece \_\_\_\_\_

Commissioning body \_\_\_\_\_

Where it can be viewed \_\_\_\_\_

Year completed \_\_\_\_\_

**Name of piece** \_\_\_\_\_

Description of piece \_\_\_\_\_

Commissioning body \_\_\_\_\_

Where it can be viewed \_\_\_\_\_

Year completed \_\_\_\_\_

**Name of piece** \_\_\_\_\_

Description of piece \_\_\_\_\_

Commissioning body \_\_\_\_\_

Where it can be viewed \_\_\_\_\_

Year completed \_\_\_\_\_

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**7. Has your work been bought for any private collections?**

If so, provide details (if this information is confidential there is no need to provide details)

**Name of piece** \_\_\_\_\_

Description of piece \_\_\_\_\_

Name of collection \_\_\_\_\_

Year purchased \_\_\_\_\_

**Name of piece** \_\_\_\_\_

Description of piece \_\_\_\_\_

Name of collection \_\_\_\_\_

Year purchased \_\_\_\_\_

**Name of piece** \_\_\_\_\_

Description of piece \_\_\_\_\_

Name of collection \_\_\_\_\_

Year purchased \_\_\_\_\_

**8. Has your work been commissioned privately?**

If so, provide details (if the commission is confidential there is no need to provide details)

**Name of piece** \_\_\_\_\_

Description of piece \_\_\_\_\_

Commissioning Person \_\_\_\_\_

Year completed \_\_\_\_\_

**Name of piece** \_\_\_\_\_

Description of piece \_\_\_\_\_

Commissioning Person \_\_\_\_\_

Year completed \_\_\_\_\_

**Name of piece** \_\_\_\_\_

Description of piece \_\_\_\_\_

Commissioning Person \_\_\_\_\_

Year completed \_\_\_\_\_

**9. Have you written for any craft related publications?**

If so, provide details.

**Title of publication** \_\_\_\_\_

Type of publication \_\_\_\_\_

Publisher \_\_\_\_\_

Year of publication \_\_\_\_\_

**Title of publication** \_\_\_\_\_

Type of publication \_\_\_\_\_

Publisher \_\_\_\_\_

Year of publication \_\_\_\_\_

**Title of publication** \_\_\_\_\_

Type of publication \_\_\_\_\_

Publisher \_\_\_\_\_

Year of publication \_\_\_\_\_

**10. Where did you acquire the skills required for your craft or design related business?**

Self taught

Apprenticeship

Education or training Institution

If you attended an educational or training institute, please list:

**Institution attended** \_\_\_\_\_

Year commenced \_\_\_\_\_

Year completed \_\_\_\_\_

Qualification obtained \_\_\_\_\_

**Institution attended** \_\_\_\_\_

Year commenced \_\_\_\_\_

Year completed \_\_\_\_\_

Qualification obtained \_\_\_\_\_

**Institution attended** \_\_\_\_\_

Year commenced \_\_\_\_\_

Year completed \_\_\_\_\_

Qualification obtained \_\_\_\_\_

**11. Are you currently teaching on any craft, art or business related course?**

Yes  No

If so, provide details:

**Subject (s)** \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

**Subject (s)** \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

**Subject (s)** \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

## 6. Craft business information

1. Do you export?

Yes  No

If yes, list which countries in order of importance : \_\_\_\_\_

2. Which of the following areas (Design / Marketing / Education) are of most interest to you?

List in order of importance \_\_\_\_\_

3. How many Full Time employees do you have (excluding yourself(ves) as owners)? \_\_\_\_\_

4. How many Part Time employees do you have (excluding yourself(ves) as owners)? \_\_\_\_\_

5. How many seasonal employees do you have (excluding yourself(ves) as owners)? \_\_\_\_\_

6. How many owner/managers of the business are there? \_\_\_\_\_

7. Do you want to be involved in the CCol's insurance schemes?

Yes  No

If so which ones:

Public liability  Personal accident

8. State of development of the business

Please pick one of the following:

Start-up  Growing

Stable  Declining

9. Status of the business

Please pick one of the following:

Sole trader  Member of a co-op

Partnership  Limited Company

10. Location of the business

Please pick one of the following:

Urban  Semi-urban  Rural

11. Have you been a client of any other agencies?

(eg Enterprise Board, LEADER group, Enterprise Ireland)

\_\_\_\_\_  
\_\_\_\_\_

12. Do you?

Wholesale Yes  No

Direct retail Yes  No

Sell on commission Yes  No

If yes, what type?

Private  Public  Corporate

13. Do you run craft courses from your workshop?

Yes  No

14. What percentage of your time is spent working in your craft business?

0 - 25%  51-75%

26- 50%  76-100%

15. What percentage of your annual income comes from your craft / product design business?

0 - 25%  51-75%

26- 50%  76-100%

16. Do you consider your work to be

Art-led  Design-led  Heritage-led

17. What year did your business commence? \_\_\_\_\_

## 7. Consent

1. Do you consent to having your profile on the CCol website?

Yes  No

The CCol website is a promotional website for both the Irish Craft Industry and for individual craftspeople on the Register of Craft Enterprise. Its' aim is to promote Irish craft to all users of the world wide web. Once registered each craftspeople is allocated space (for images and text such as; details of the work, background information, and contact details of the craftspeople) on the CCol website for the promotion of their work. Anyone who logs on to the search facility on the site can then search for craft or a craftspeople by maker, product and craft discipline. If you wish to avail of this opportunity select 'yes' in the tick box above.

2. Do you consent to your details being disclosed to third parties?

Yes  No

Information on this form will be stored on the CCol database of craft enterprise. Information is disclosed to third parties (ie. media, buyers, researchers) whereby the information requested is for the promotion of Irish craft and for research purposes only.

DISCLAIMER

I understand that the provision of inaccurate information on this form by me will lead to automatic removal from the Crafts Council of Ireland (CCol) Register of Craft Enterprise and subsequent exclusion from all CCol schemes, projects and services.

I note that the Crafts Council of Ireland reserve the right to refuse any application to the Register of Craft Enterprise where the applicant is not eligible under any of the criteria described in Section 9.

The CCol reserves the right to alter, change or amend these criteria for application at any time and without prior notice and I hereby accept that as a result of a change in such criteria, I and/or my business may no longer be eligible for entry on the Register of Craft Enterprise without loss, cost or compensation.

I confirm that the details provided by me on this registration form are true and accurate.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## 8. Images



Image courtesy of CCol Graduate Jewellery Course.

### IMAGE SAMPLE

#### Good Image Quality

- the object is clearly visible and is NOT blurred

#### The object is in the foreground of the image

- making it easy to identify

#### The focus of the image is on the object or on the materials used in the making of the object

- ie. a close-up

#### If sending images in digital format

- please supply at 600 pixels at 72 dpi.

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## 9. Discipline List

### Basketry - including:

- Rushworking

### Bookbinding

### Bookmaking

### Candlemaking

### Ceramics - including:

- Carved  
- Casting  
- Hand Built  
- Jiggered and Jolleyed  
- Thrown

### Tilemaking

### Mosaic

### Fly Tying

### Fresco Painting

### Furniture Making - including:

- Furniture Making - Metal  
- Furniture Making - Wooden

### Glass Making - including:

- Blowing  
- Casting  
- Engraving  
- Etching  
- Fusing  
- Mosaic  
- Painting/Enamelling  
- Stained

### Horology

### Jewellery Making (Non-Precious)

### Jewellery Making/Goldsmithing

#### Precious - including:

- Chasing  
- Enamelling  
- Engraving  
- Lapidary  
- Repoussé

#### Leather Working

#### Lettering - including:

- Calligraphy  
- Letter Carving  
- Letter Cutting

#### Metal Working/Large Scale,

#### Non-Precious - including:

- Casting  
- Enamelling  
- Forging  
- Welding  
- Wire Working

#### Mixed Media Constructing

#### Musical Instrument Making

#### Paper Working - including:

- Card Making  
- Découpage  
- Papier Maché

#### Papermaking

#### Printmaking - including:

- Etching  
- Lithography  
- Screen Printing

#### Silversmithing/Holloware

#### Soapmaking

#### Spinning

#### Stone Working - including:

- Carving  
- Wall Building

#### Textile Making - including:

- Felting  
- Knitted/Crocheted  
- Macramé

#### Textile Making - Lace Making

- Lace Making - Bobbin  
- Lace Making - Carrickmacross  
- Lace Making - Limerick

#### Textile Making - Millinery

#### Textile Making - Surface Patterned - inc:

- Painting  
- Batiq  
- Printing  
- Devore

#### Textile Making - Stitching - including:

- Applique  
- Embroidery  
- Needlepoint  
- Patchworking  
- Quilting

#### Textile Making - Tufting

#### Textile Making - Weaving

- Loom  
- Tapestry

#### Thatching

#### Toymaking

- Automata Making

#### Woodworking - including:

- Boatbuilding  
- Carving  
- Joinery  
- Marquetry  
- Turning